J. A. SCHLIESKI
Resident Engineer
Region 5
Highway Division

DEPARTMENT OF TRANSPORTATION
Office Phone 963-7545
La Grande 97850

2204 Jefferson

9:00 - 2204 Jefferson

ansportation
WAY DIVISION

In Reply Refer to
File No.:

La Grande, Oregon 97850
October 13, 1981

Sub: Elgin Section
Wallowa Lake Highway
Union County
Contract 9376

"Preconstruction Conference"

Douglas S. Coats, Inc.
P. O. Box 311
Bend, Oregon 97709

Gentlemen:

Per our discussion a preconstruction conference has been scheduled for Tuesday, October 27, at 9:00 AM, in La Grande, at my office. Please be prepared to present us with a preliminary schedule as required by the contract special provisions.

Joseph A. Schlieski

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Resident Engineer

cc: Construction Section
Region
City of Elgin
General Telephone
C P National
file

Form 734-3122

2204 Jefferson

9:00 - 2204 Jefferson

VICTOR ATIYEH
GOVERNOR

Department of Transportation

STATE HIGHWAY DIVISION

P. O. Box 850
La Grande, Oregon 97850
October 13, 1981

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PRECONSTRUCTION CONFERENCE OUTLINE

Project: Elgin

Highway: Wallowa Lake

County: Union

Contractor: Douglas S. Coats, Inc.

Contract: 9376

Prefix: 31-1010

Date:

Engineer: Schlieski

MINORITY BUSINESS ENTERPRISE PROVISIONS

Minority Goal - - - 2%

Minority Commitment - 7.46%

Women Owned Goal - - 0 %

The MBE Policy Statement (page 1 of the Supplemental Required Contract Provisions, Minority Business Enterprise), must be included in all subcontracts entered into under this contract.

AFFIRMATIVE ACTION REQUIREMENTS FOR WOMEN & MINORITIES

EEO posters - - where will they be posted ?

EEO Representative ?

Reports required - on this contract and all subcontracts of $10,000 or more, a monthly Employment Utilization Report, CC 257, covering emplyment and work hours of minorities and females must be submitted. This report is due each month by the 5th in the resident engineer's office. This report will be submitted monthly after work starts whether work is on going or not. Annually a "Federal-Aid Highway Construction Contractor's EEO Report" - PR 1391 - is required for the month of July. This report is due in the resident engineer's office by August 10th. **FAILURE TO SUBMIT THESE REPORTS MAY BE CAUSE FOR WITHHOLDING PAYMENT OF MONTHLY ESTIMATE.**

Goals for women apply statewide - Goal = 6.9%. Goals for minority are by county. Union County has a goal of 3.6%.

The contractor shall make a good faith effort to employ minorities or female employees evenly on each of his projects. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract and in each trade.

Subcontracts in excess of $10,000 shall physically include the provisions of this specification and the notice which contains the applicable goals for minority and female participation.

Paragraph #3 on page a-2 requires written notification of subcontracts in excess of $10,000.

Affirmative Actions Required ? - review paragraphs a thru p in special provisions.

Subcontractor's Certification of Non-Discrimination in Employment statement is required with all subcontracts in excess of $10,000.

SECTION 104 - SCOPE OF WORK

104.05 Maintenance of Traffic Through The Work - - -

Prior to starting any grading or pavement removal at the ends of the Grande Ronde River Bridge or removal of pavement from the bridge deck, the contractor shall have arranged for all equipment, labor and materials required to complete the reinforced panel work and bridge deck waterproofing work. Once grading and pavement removal is started this work and the placement of the new reinforced panel and the membrane waterproofing work shall be vigorously prosecuted and completed in the shortest possible time.

The contractor will be required to maintain one lane of traffic in each direction through the project at all times except as follows:

When necessary one lane may be closed to traffic in the immediate area of placing the wearing course of the pavement and constructing reinforced bridge end panels but only during thoses hours when work is actually being performed.

No lane closure will be permitted until the area is adequately signed in accordance with details shown on the plans.

The contractor shall have a person on the job during working hours and on call at all other times who shall have the responsibility to maintain all directional and warning devices in proper position at all times. His name & address must be submitted in writing - along with necessary phone number(s).

SECTION 105 - CONTROL OF WORK

105.06 Cooperating with Utilities - - -

General Telephone & C. P. National - - will be adjusting their utilities within the limits of the project.

City of Elgin - maintains water service and sanitary service.

The contractor shall, at least 24 hours in advance of performing any work in the immediate vicinity of utility lines, contact the utilities to request the location and marking of buried facilities.

SECTION 106 - CONTROL OF MATERIALS

106.03 Furnishing Material from Outside Sources - -

A State-controlled material source has been shown as a prospective source. Will this source be used ? _____

If utilized the source must be worked in compliance with the development requirements shown on the plans. If a change in the development requirement is desired the contractor must file a written request and if approved a new development plan worked up - before beginning any work.

106.05 General Requirements Concerning Sources of Borrow and Aggregates - -

If the contractor elects not to use the prospective source - the provisions of this subsection must apply. Review pages 6, 7, & 8 of special provisions.

If source is other than the prospective source - - what source will be used ?

Aggregate material source ? _____

Asphaltic Concrete ? _____

Cement Treated Base ? _____

Structural Concrete ? _____

The contractor must advise the engineer in writing of the material sources he plans to use. If the contractor changes material sources after the initial notification for his own benefit he will assume all lab costs incurred on the initial source.

106.08 Samples, Tests and Cited Specifications of Materials - -

All materials are subject to final testing and inspection at the project site or at such other places as the engineer may direct.

106.13 Field Laboratory - -

The field laboratory will be furnished by the State. The contractor will furnish set-up site, 110 volt power, and water for the lab at his plant set-up site.

106.17 American Manufacture - -

Structural steel items shall have been manufactured in the United States -- these items include, but are not necessarily limited to, the following:

Piling; Steel guardrail posts; W shape bridge rail posts

SECTION 107 - LEGAL RELATIONS AND RESPONSIBILITY TO PUBLIC

107.01 Laws to be observed - - -

Review pages 5 & 6.

In particular - fill and removal permit from Division of State Lands. Note that riprap must be clean, erosion resistant rock from an upland source - no broken concrete or asphalt pavement shall be used as riprap. Areas of streambank disturbance not covered by riprap shall be seeded or planted with grass and/or legumes.

Note - restrictions concerning work in the permit area and/or the active flowing stream between December 31 and June 15.

107.03 - 107.04 - - Statutory Limitations on Hours of Labor and Rates of Pay for Overtime, and Minimum Wage Rates on Public Works - -

Review pages 11 and 12 of special provisions

107.06 Industrial Accident Protection - - -

The contractor shall certify in the contract that he is qualified either as a direct responsibility employer or a contributing employer or is an independent contractor who will perform the work on this project without the assistance of others. The contractor may not begin work until the requirement is fulfilled.

107.09 Sanitary Health and Safety Provisions - - -

In the development of material sources the contractor shall comply with all regulations of the Mine Safety and Health Administration of the U.S. Department of Labor.

107.16 Federal-Aid Participation - - -

Statement of Materials and Labor costs - Form PR-47 will not be required on this project.

107.18 Public Safety and Convenience - - -

Construction equipment and materials shall not be left on the traveled way, shoulders, gore areas, sidewalks or other such areas where they may present a hazard to the public.

Personal transportation of the contractor's work force shall not be parked at any location where it presents a hazard or obstruction to the traveling public as determined by the engineer.

107.21 Responsibility for Damages - - -

The contractor shall carry personal injury and property damage insurance in the amounts shown on page 13. The contractor shall include the State of Oregon by and through its Department of Transportation, its officers, agents and employees, and the Oregon Transportation Commission as named insured.

SECTION 108 PROSECUTION AND PROGRESS

108.01 Assigrment, subletting, specialty items and direct performance of the contract - - -

The following items have been identified as "specialty items" -

(a) all items under Section 606 Guardrail & Barriers

(b) Roadside Seeding and Mulching; Reinforcement; Membrane Waterproofing; Furnish Pile Driving Equipment; Drive Steel Piles; Two Tube Steel Railing; Three Tube Steel Railing

(c) All items listed under the heading "Signing"

Subcontracts - - -

Subcontracts must include - MBE Policy Statement - Contractor's Certification Concerning Subcontractors - and contract minimum wage schedules. Subcontracts in excess of $10,000 must include Affirmative Action Requirements for Women & Minorities provisions.

Subcontracts: _____

_____

_____

_____

_____

_____

_____

Prime contractor will direct all subcontractors

108.02 Certified Payrolls - - -

A weekly certified payroll is required - - from the prime contractor and all subcontractors. Only one copy need be submitted. FAILURE TO SUBMIT PAYROLLS MAY BE CAUSE FOR WITHHOLDING PROGRESS ESTIMATE PAYMENT(S).

108.04 Preconstruction Conference - - -

The contractor is to furnish a preliminary schedule at the preconstruction meeting - the schedule is to be revised as substantial changes in the work become necessary.

The scheduling of the construction work through the City of Elgin will be very critical. Inconvenience to the public must be kept to a minimum. The protection and Direction of Traffic - the construction of areas inconflict with cross traffic, etc. - - all these items must be considered and addressed in a comprehensive work schedule.

108.05 Character of Workmen and Equipment - - -

Workmen who are incapable of properly and skillfully performing their work, or are intemperate or disorderly will be removed from the project.

Flagpersons must be qualified and properly equipped to perform the work and they will be removed if they become inefficient or careless in the performance of their work.

108.08 Time to Complete the Work - - -

400 calendar days have been allowed for this work. The calendar day count started October 13, 1981. Statements showing the days charged each week during the work will be mailed to the contractor. If the contractor does not agree with the statement - - within 10 days he must file a written protest with the engineer - - if there is no protest then the statement is deemed approved by the contractor.

108.09 Adjustment of Contract Time - - -

There is a formal request for the adjustment of contract time - the request must be properly supported by the contractor through the specifications. We encourage the submission of requests for time adjustments during the work - don't wait until the project is completed.

108.07 Suspension of work - - -

At this time we anticipate no suspension of work orders - with the possible exception of the occurrance of extremely hazardous highway conditions during the winter months.

108.10 Failure to Complete on Time and Liquidated Damages - - -

Liquidated damages have been increased - see schedule in special provisions - pg. 17

SECTION 109 MEASUREMENT AND PAYMENT

109.05 Claims for Extra Compensation and Notice - - -

We need timely written notice of a pending claim - - setting forth reasons and conditions - and affording us the opportunity to keep track of costs, etc. We encourage you to attempt to settle claim matters early - don't let them go till the end of the project.

109.07 Payment for Force Account and Extra Work - - -

Note changes in rates, allowances, etc. - pages 20 thru 23 of special provisions.

109.08 Force Account Bills - - -

Failure to present force account claims in proper form within 60 days after the end of the month in which the work covered was performed shall constitute a waiver on the part of the contractor of his right to present such claim thereafter or to receive payment therefore.

109.09 Partial Payments or monthly estimates - - -

The cut off date in this Region is the 5th of the month. I need material certifications, invoices, force account billings, and any other items that support the monthly estimate - by the 4th of the month. Failure to provide the required monthly estimate support will result in non-payment for that portion of the work.

No partial payment will be made if the amount due is less than $1,000.

In general - full payment for items requiring material certifications will not be made until all proper certifications have been received. A copy of the required certification form is attached (contractor only).

109.10 Advances on Materials - - -

The value of any single class of material must be at least $1,000. The total value of materials on hand must be at least $5,000.

Materials must be suitably stockpiled on State-owned property or on property for which the contractor has furnished to the State written permission from the owner of the property giving the State the right to enter upon and remove said materials therefrom for a period of not less than six months after the completion of the project.

109.15 Claims of Error or Ommission in Final Estimate - - -

The contractor must file written notification of claim or error in final estimate within 90 days after receiving the final vouchers.

109.16 Payment for Changes in Material Costs - - -

A liquid asphalt excalation clause will be in effect during the life of this contract - see pages 26 thru 28 of special provisions.

SECTION 111 TEMPORARY PROTECTION & DIRECTION OF TRAFFIC

111.01 Scope - - -

Flagmen Ahead Signs are being revised to Flagger Ahead. The contractor has the option of using either sign until - November 1, 1981 - after that date only the flagger ahead signs will be permitted.

111.02 General Requirements - - -

In addition to the signs shown on the plans, 6 additional "Road Construction Ahead" signs are to be installed and moved by the contractor as required on appropriate intersecting side streets.

111.03 Minimum Requirements for Labor and Equipment - - -

Each flagperson on duty must be properly attired and equipped.

When work on the project requires closure of a travel lane resulting in one-way traffic - the flagmen shall be equipped with two-way radios.

111.11 Signs - - -

Signs must be either new or like new condition. Traffic cones must be as specified, clean, and well maintained.

Amber flashers - power service for the amber flashers shall be 110 - 120 volt. The flasher mechanism shall conform to the applicable requirements of subsections 661.45 (a-8) and 661.46 (h-15) of the Standard Specifications.

111.31 Installation and Miscellanaeous Details - - -

Other signs that will be required as construction progresses - "BUMP"; "ABRUPT EDGE"; "DO NOT PASS"; "BE PREPARED TO STOP"; and "FLAGGER AHEAD" - see pages 30 & 31.

Normally signs will be mounted at the height shown on the plans - however the contractor will be permitted to mount signs 1 foot above the pavement level provided the signs are equipped with high level flags and also provided the signs are not used for more than 48 hours in any one location.

GENERAL DISCUSSION STANDARD SPECIFICATIONS

Contractor and designation of supervision - - -

1. State will write to prime contractor only
2. Prime will direct communications to the resident engineer
3. Who will be the superintendent ? _____
4. Who is authorized to sign change orders, etc, ? _____
5. State personnel on the project are working under my supervision and as such I expect their directives to be followed.
6. Safety Questionare - - - - attached
7. Construction stakes, lines, and grades - - - contractor shall be held responsible for the preservation of all stakes and marks, and if any of the construction stakes or marks have been carelessly or willfully destroyed or disturbed by the contractor, the cost of replacing them will be charged against him and will be deducted from payment for the work.

ROADWORK

Section 201 - - Clearing and Grubbing - - where practical we want to hold to a minimum the removal of shade trees, ornamental shrubs, etc. particularly through the City of Elgin.

Section 202 - - Removal of Structures and Obstructions - -

Section 203 - - Excavation and Embankment for Roadways - - you are cautioned to consider select material for use in backfill of pipes, etc. before disposing of any excess material.

Section 205 - - Overhaul - - there is no measurement or payment for overhaul on this project.

Section 206 - - Trench Excavation for Conduits and Minor Structures - -

Section 222 - - Finishing Roadbed and Slopes - - the fill slopes, ditches, etc. will be finished as the general excavation or embankment work is performed. Where practical the slopes and ditches will be finished prior to the placement of CTB and/or shoulder aggregate.

Section 233 - - Watering - -

Section 308 - - Plant-Mix Cement Treated Base - - source ? _____
Aggregates must be qualified, etc.

How will CTB be mixed and transported ? _____

How will CTB be spread ? _____

How will CTB be compacted ? _____

Two layer construction of CTB will be required - -

After compaction of the top lift - how will surface be trimmed and finished?

After placement of curing seal - no traffic will be allowed on the sealed CTB for a period of four days.

Two hour time limit for placing and trimming CTB after initial mixture of aggregates and cement.

_____

_____

_____

Aggregate Shoulders - - aggregates must be qualified. Must be placed in two lifts due to total thickness involved. Source ? _____

Section 403 - - Asphalt Concrete Pavement - - source ? _____
Aggregates must be qualified, etc.

What type of plant will be used ? Batch ____ Drum-Dryer _____

Hauling equipment - - after each application of an approved coating material, and prior to loading, the vehicle bed shall be drained of all excess coating material by raising the bed, etc. as appropriate for the equipment being used.

Aggregates shall be heated to a temperature not to exceed 325 F

The temperature of the asphalt cement upon entry into the mixture shall not exceed 325 F.

The temperature of the mixture at time of placement shall be within the range of 240 F to 300 F.

The moisture content of the mixture shall not exceed 1 % at time of placement.

When placing pavement under traffic - work shall be scheduled in a manner such that at the end of each working shift one strip of new travel lane pavement shall not extend ahead of the adjoining strip of travel lane pavement by more that the distance normally covered by each shift. Prior to any suspension of operations for a period of one day or more, the full width of the pavement shall be completed.

Waterproofing Membrane - - which system will be used ? _____

Note general specifications pages 47 & 48.

Note specifications for system used - pages 48 through 60.

_____

_____

_____

Section 407 - - Asphalt Tack Coat - - -

Payment for this work included under the Item Class "B" Asphalt Concrete Mixture.

Section 603 - - Culverts, Siphons, Sewers - -

Section 604 - - Manholes and Inlets - - you are cautioned about workmanship - sloppy work will not be accepted.

Section 606 - - Guardrail and Barriers - -

Section 608 - - Portland Cement Concrete Walks, Driveways and Surfacings - -

Section 609 - - Portland Cement Concrete Curbs and Islands - -

Section 610 - - Asphalt Concrete Walks, Curbs and Miscellaneous Structure - -

Section 620 - - Riprap - - source ? _____

Note required placement proceedure - the completed riprap work must have a reasonably smooth finished surface.

Section 628 - - Adjustment of Incidental Structures - -

_____

_____

_____

Section 681 - - Roadside Seeding and Mulching - -

_____

_____

_____

STRUCTURE

Section 504 - - Structural Concrete - - source ? _____

_____

_____

Section 504A - - Prestressed Concrete Members - - source ? _____

_____

_____

Section 505 - - Reinforcement - - source ? _____

All bars shall be grade 60 unless specified otherwise.

Section 508 - - Reinforced Concrete Bridge End Panels - -

_____

_____

_____

Section 513 - - Railing - - source ? _____

_____

_____

Section 525 - - Elastomeric Bearings - - source ? _____

_____

_____

SIGNING

Section 641 - - Removal of Existing Sign Installations - -

Signs designated to be removed and reinstalled shall be reinstalled in their new location as soon as practical.

Sign post - source ? _____

Signs - source ? _____